



FEMA

POSITION TASK BOOK FOR THE POSITION OF

**ALL-HAZARDS NATIONAL INCIDENT
MANAGEMENT SYSTEM (NIMS)
HUMAN SERVICES RECOVERY SUPPORT
SPECIALIST (TYPE 1)**

HUMAN SERVICES RECOVERY SUPPORT SPECIALIST (TYPE 1)

1. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established time frame.

1a. Behavior: Provide long-term support to disaster survivors

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Assist in the transition from response to recovery.	E, F, I		
2. Coordinate with the Disaster Recovery Center Manager, Volunteer Agency Liaison, and Donations Coordinator to provide services to disaster survivors.	E, F, I		
3. Coordinate with the Human Services Disaster Assessment Team Leader to staff the human services assistance center and provide assistance to disaster survivors.	E, F, I		
4. Provide assistance to emergency management agencies pertaining to individuals' claims for disaster assistance, including: <ul style="list-style-type: none"> ● Housing assistance ● Disaster unemployment assistance ● Mass care services ● Crisis counseling ● Disaster legal services ● Case management services ● Other needs assistance 	E, F, I		

1b. Behavior: Transfer position duties while ensuring continuity of authority and knowledge and while taking into account the increasing or decreasing incident complexity

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
5. Acquire task-tracking needs and communicate to incoming team.	E, F, I		
6. Complete all necessary reports and narratives to common standards prior to turnover: <ul style="list-style-type: none"> ● Shift change ● End of operational period ● Reassignment ● Demobilization 	E, F, I		
7. Coordinate an efficient transfer of position duties when mobilizing/demobilizing resources: <ul style="list-style-type: none"> ● Inform supervisor ● Conduct transition effectively ● Document follow-up action and submit to agency representative 	E, F, I		